



## OFF-SITE DELIVERY OF AN EXISTING PROGRAM FORM

**Sponsoring Institution (s):** Crowder College

Name of Institution (Campus or off-campus residential center in the case of multi-campus institutions).

**Program Title:** Certified Medical Assistant

**Degree/Certificate:** Associate of Applied Science (2yr – A.A.S.) Certificate (C1>=1 year but <2 yr)

**Institution Granting Degree:** Crowder College

**Delivery Site(s):** Webb City Instruction Center

**Mode of Program Delivery:** on ground

**Geographic Location of Student Access:** Webb City, MO

**CIP Classification:** 51.0801 (Please provide CIP code)

**Implementation Date:** Fall 2016

Semester and Year

**Cooperative Partners:** N/A

### AUTHORIZATION

Dr. Glenn Coltharp, VP for Academic Affairs

Name/Title of Institutional Officer

*Glenn Coltharp* 11-20-15

Signature

Date

Dr. Adam Morris

Person to Contact for More Information

417-455-5740

Telephone

[www.dhe.mo.gov](http://www.dhe.mo.gov) • [info@dhe.mo.gov](mailto:info@dhe.mo.gov)

205 Jefferson Street, P. O. Box 1469, Jefferson City, MO 65102 • (573) 751-2361 • (800) 473-6757 • Fax (573) 751-6635

Form OS – Off-Site Delivery of an Existing Program



## PROGRAM CHARACTERISTICS AND PERFORMANCE GOALS

---

Institution Name      Crowder College  
Program Name          Certified Medical Assistant  
Date    12/15/2015

(Although all of the following guidelines may not be applicable to the proposed program, please carefully consider the elements in each area and respond as completely as possible in the format below. Quantification of performance goals should be included wherever possible.)

### 1. Student Preparation

- Any special admissions procedures or student qualifications required for this program which exceed regular university admissions, standards, e.g., ACT score, completion of core curriculum, portfolio, personal interview, etc. Please note if no special preparation will be required.  
No special admissions procedures or student qualifications beyond regular college admissions and standards.
- Characteristics of a specific population to be served, if applicable.  
N/A

### 2. Faculty Characteristics

- Any special requirements (degree status, training, etc.) for assignment of teaching for this degree/certificate.  
We currently have 1 FT faculty member trained in this area. She expertise in this field and is qualified to teach the courrrses with adjunct faculty assistance.
- Estimated percentage of credit hours that will be assigned to full time faculty. Please use the term "full time faculty" (and not FTE) in your descriptions here.  
Full-time faculty will teach no more than 15 program credit hours. Any courses that cannot be taught by full-time will be delegated to an adjunct faculty member.
- Expectations for professional activities, special student contact, teaching/learning innovation.  
Participation by industry partners, and appropriate program accreditation will be encouraged and/or required for instructors and students.

### 3. Enrollment Projections

- Student FTE majoring in program by the end of five years.  
15

[www.dhe.mo.gov](http://www.dhe.mo.gov) • [info@dhe.mo.gov](mailto:info@dhe.mo.gov)

205 Jefferson Street, P. O. Box 1469, Jefferson City, MO 65102 • (573) 751-2361 • (800) 473-6757 • Fax (573) 751-6635

- Percent of full time and part time enrollment by the end of five years.  
An estimation of full time enrollment is approximately 75%; while part time enrollment is estimated at 25%.

#### 4. Student and Program Outcomes

- Number of graduates per annum at three and five years after implementation.  
5 graduates per annum at three years and 10 graduates per annum at five years after implementation.
- Special skills specific to the program.  
N/A
- Proportion of students who will achieve licensing, certification, or registration.  
N/A
- Performance on national and/or local assessments, e.g., percent of students scoring above the 50th percentile on normed tests; percent of students achieving minimal cut-scores on criterion-referenced tests. Include expected results on assessments of general education and on exit assessments in a particular discipline as well as the name of any nationally recognized assessments used.  
It is anticipated that students will pass above the 80th percentile on the ETS proficiency exam
- Placement rates in related fields, in other fields, unemployed.  
The expected opportunity for placement of graduates from CMA program into the work specific or closely related field is 95%.
- Transfer rates, continuous study.  
Crowder College awards the AAS degree as a workforce preparation degree. Students seeking to transfer to a baccalaureate degree program in CMA or a related field may wish to pursue additional coursework as electives. The college will pursue articulation agreements with institutions who award such a degree and maintain this information for students.

#### 5. Program Accreditation

- Institutional plans for accreditation, if applicable, including accrediting agency and timeline. **If there are no plans to seek specialized accreditation, please provide a rationale.**  
Crowder College plans to seek program accreditation with the appropriate agencies.

#### 6. Alumni and Employer Survey

- Expected satisfaction rates for alumni, *including timing and method of surveys.*

[www.dhe.mo.gov](http://www.dhe.mo.gov) • [info@dhe.mo.gov](mailto:info@dhe.mo.gov)

205 Jefferson Street, P. O. Box 1469, Jefferson City, MO 65102 • (573) 751-2361 • (800) 473-6757 • Fax (573) 751-6635

Through the office of Career Services, Crowder College uses the Perkins 180-day follow-up survey/questionnaire that is sent to all career and technical program graduates.

- Expected satisfaction rates for employers, including timing and method of surveys. Through the office of Career Services, Crowder College conducts its own employer satisfaction survey 300 days after students graduate. We anticipate an 80% or higher satisfaction rate.

## **7. Institutional Characteristics**

- Characteristics demonstrating why your institution is particularly well-equipped to support the program.

Crowder College is accredited by the Missouri Department of Elementary and Secondary Education and the Coordinating Board for Higher Education. The college is also fully accredited by the Higher Learning Commission a member of the North Central Association. Crowder College provides opportunities for people to pursue associate degrees, certificate and diploma programs, plus continuing education to include: a program of Arts and Sciences directed toward transfer to baccalaureate degree granting institutions and to general intellectual enrichment, career education leading to economic self reliance both developmental and honors education to allow greater opportunity to fully exercise each individual's academic potential, endeavors to enrich life through cultural and a vocational opportunity, and partnerships with business, industry and others designed to support a great quality of life and an economic base in the community.



## STUDENT ENROLLMENT PROJECTIONS

Year	1	2	3	4	5
Full Time	5	10	10	10	15
Part Time		5	5	5	5
Total	5	15	15	15	20

Please provide a rationale regarding how student enrollment projections were calculated:

Based on feedback from our industry partners, and students the Certified Medical Assistant is a career that is needed in our service area.

Provide a **rationale** for proposing this program, including **evidence of market demand and societal need supported by research**:

According to the Occupational Outlook Handbook <http://www.bls.gov/ooh/healthcare/medical-assistants.htm> employment in this field is expected to grow 29% from 2012 to 2022. As the population continues to age there will be an increased demand for medical services. This will mean more medical facilities will hire CMA's to perform routine administrative duties. Students entering this field should have good opportunities for employment, and better than average wages.

The mission of Crowder College is to build a civil, serving, literate, learning community of responsible citizens. We view the college as having an activate role in economic and social development through continuing education and customized training, directed toward improving work skills and productivity, creating a more desirable work and social environment, and adding to the general quality of life within the region. This new program will add skilled workers to this career field, and meet a growing need in the community.

[www.dhe.mo.gov](http://www.dhe.mo.gov) • [info@dhe.mo.gov](mailto:info@dhe.mo.gov)

205 Jefferson Street, P. O. Box 1469, Jefferson City, MO 65102 • (573) 751-2361 • (800) 473-6757 • Fax (573) 751-6635



**Program Duplication:**

There are no accredited associate degrees similar to this one offered in our service region by any other community colleges. There is no duplication of effort by other community colleges.

[www.dhe.mo.gov](http://www.dhe.mo.gov) • [info@dhe.mo.gov](mailto:info@dhe.mo.gov)

205 Jefferson Street, P. O. Box 1469, Jefferson City, MO 65102 • (573) 751-2361 • (800) 473-6757 • Fax (573) 751-6635

Form SE - Student Enrollment Projections